



-----DEPARTMENT OF EDUCATION.-----
Office of the Superintendent of Schools.
Camuy, P.R.

October 2, 1934.

Circular Letter No. 4. -

Subject-Plan of Supervision for the School Year 1934-35. -

To the Teachers and Supervising Staff of the District.

Ladies and Gentlemen:

Enclosed is the Superintendent's plan of supervision for the school year 1934-1935. - Each Assistant Superintendent, Principal and Director has worked out his own plan of supervision and will be expected to do his utmost to obtain the best results with his plan. -

The Supervising Staff must inspire confidence in the Teachers, secure their cooperation in the supervisory program, and stimulate them into active participation in the effect to obtain objectives. -

Very cordially yours

Juliet A. Casey
Superintendent of Schools.

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Superintendent's Plan of Supervision School Year 1934-35.

I.-OBJECTIVES FOR THE YEAR.-

- A.-To continue plan of supervision of last year.-
- B.-To help and encourage teachers to improve technique of teaching.-
To help them to obtain the needed information and skill in educational measurement.-
- C.-To continue our campaign for better English and Spanish.-
- D.-To work for more and better equipped libraries.-
- E.-To keep interest alive in athletics and health training.-
- F.-To lead pupils to be more interested in agriculture.-
- G.-To have schoolrooms and surroundings clean and attractive.-
- H.-To increase enrollment and improve attendance.-

II.-MEANS OF ACHIEVING THESE OBJECTIVES.-

- A.-By meetings and conferences with Assistant Superintendents, Acting Principal, Teachers in Charge and Directors.-
- B.1.-By means of group conferences well planned and conducted under the direction of Superintendent, Assistants, Principal, Teachers in Charge and Directors.
2. Uses of tests in elementary schools may be listed as follows:
 - a.-To measure pupils' achievement.-
 - b.-To diagnose pupils' learning.-
 - c.-To stimulate pupils' learning.-
 - d.-To measure pupils' progress.-
 - e.-To place pupils/ in grades or classes.-
 - f.-To group pupils for better teaching.-
 - g.-To form a basis for marking and promotion of pupils.-
 - h.-To diagnose teaching difficulties.-
 - i.-To measure the results of teaching.-
- 3.-By stimulating improvement in teaching. The use of tests offer a means for improving teaching. Teachers will be encouraged, guided and assisted in the correct use of tests to measure pupils' progress, or to discover the points at which reteaching is needed.-
- 4.-Through an intelligent study and use of the different courses of study.-
- 5.-By proper selection and reading of the latest books on methods of instruction.-
- 6.-By means of demonstration classes to be conducted by members of the teaching staff of the University of Puerto Rico.-
- 7.-By means of demonstration classes to be conducted by the strongest and most experienced teachers in the subjects to be taught. These classes will be conducted in Consolidated Rural and Second Unit Schools. Small groups of Teachers will be assigned to observe in the different schools.-
- 8.-By directed observation.-



By classroom visitation.-

By intergrade visitation.-

C.-To improve English and Spanish.-

I.-Special attention to be given to local needs and conditions on status of reading and language in English and Spanish.-

By having a clear idea of local needs and conditions we will find what supervisory service will be most immediately helpfull and productive.-

II.-By means of tests to locate instructional weaknesses. By studying these weaknesses and by helping teachers to find the ways and means of improving them.-

III.-By having teachers group and classify pupils for remedial teaching.-

IV.-Oral and written language to be stressed.-

V.-Room libraries to be improved.-

D.-LIBRARIES.-

1.-By means of special activities to raise funds for school libraries.-

2.-BOOK DAY.-To have a special day in each month designated as BOOK DAY.-On this day teachers will be requested to interest the community so that a book selected from those on the official list will be donated each month.-

3.-Books to be catalogued and kept in good condition.

E.-ATHLETICS.-

1.-Cooperation of Principals, Directors, Teachers in Charge and room teachers to arouse the interest of the community.-

2.-Well planned Field Day.-

3.-By interscholastic games.-

4.-Athletic teams are to be formed in all grades above the third.-

5.-Individual athletic activities under the squad and leader organization.-

F.-HEALTH EDUCATION.-

1.-Physicals defects account for much lack of success of children in our schools.-

2.-Lead community to understand that without good health the efficiency of the individual is reduced to a marked degree.-

3.-To stimulate in children a desire for healthy living.-

4.-To have them establish health habits.-

5.-To develop knowledge of necessary hygienic facts.

6.-Health Charts. Do not have elaborate health Charts and neglect drinking water, toilets, and surroundings.

7.-Health Posters. Always place the emphasis on the positive side.-

G.-AGRICULTURE:-

1.-Economic conditions demand intensification of agriculture.-

2.-By arousing the interest of pupils in school and home gardens.-

3.-By distribution of seeds or seedlings obtained from Second Units or Agricultural Stations.-

- 4.-By holding agriculture exhibits in rural schools.
- 5.-By offering prizes to schools having the best exhibit from school or home gardens.-
- 6.-By visits to model farms, Second Units and agricultural Stations.-
- 7.-Agricultural Clubs (Rural Schools).-

SECOND UNITS.-

AGRICULTURAL EXHIBITIONS to be held in each Units Piedra Gorda and Pajuil.-

Dates of exhibition to be submitted by TEACHERS OF AGRICULTURE.-

H.-MATERIALS CONDITIONS.-

- 1.-To improve material conditions and surroundings.-
Fences to be repaired.-
Walks to be made leading to the schoolhouse.-
Trees and vines to be planted; in rows near latrines, trees and vines near the buildings.-
Schoolrooms to be clean and attractive at all times.-

I.-ENROLLMENT:-

- 1.-To increase enrollment by organizing high grades in rural schools.-
- 2.-With the help of the Rehabilitation to open more schools in the rural districts.-
The following Schools to be opened:
Maternity School.-
English Night School.-
Evening High School.-
Vocational and part time classes.-
Night School for illiterates.-

Checks by which progress will be measured.-

- 1.-By informal tests.-
- 2.-By standard tests.-
- 3.-By following teachers' procedures.-
- 4.-By checking remedial teaching.-